



## **VeriTrax AS-215**

### **AC-215's PC management software**

### **Software Users Guide**



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# Introduction

VeriTrax AS-215 software is user friendly and intuitive. Its graphic interface is used to define settings, which are downloaded to the AC-215 Access Control Unit (ACU) and event logs which are uploaded to the PC to generate reports. The VeriTrax AS-215 software can be installed as a Server or as a Client.

The Server format as to be installed in the PC that is actually connects to the AC-215 Access Control Unit and holds the system's database. Server format operators can run everything on the VeriTrax AS-215 software.

The Client format can be installed on another PC that connects to a VeriTrax AS-215 Server through the same computers network. Client format operators are limited in operating few things on the VeriTrax AS-215 software. For example they cannot deal with the system's database, cannot change the network's parameters and cannot download new firmware to the ACU.

The system's database can be set to backup and can import/export previous configurations.

The software enables features to be added as and when they are needed.

The modular software enables the user interface to be as powerful and strong as required and yet remains simple to use. The software can be set for automatic backup on a periodic basis.

## About this manual

This manual guides to use the VeriTrax AS-215 software and discusses the basic actions required for working in the application.

The VeriTrax AS-215 manual is intended for anybody installing and or commissioning the VeriTrax AS-215 access control system.

This manual is a short guide to using the VeriTrax AS-215 software. It discusses the basic actions required for working in the application.

## System Attributes

- Up to 255 Access Control Units
- Up to 255 networks (with one controller per network)
- Up to 32 ACU in every network (64 doors in every network)
- Up to 5000 users with rights (Up to 25000 users recorded)
- 64 holidays (copied from MS Outlook – option)
- 32 time zones
- 128 access groups
- 128 anti pass-back zones

# Installation

## Requirements

- Operating system: Windows 98/ME/NT/2000/XP
- Processor: Pentium 450MHZ Min, RAM memory: 64 MB Min
- Optional LAN card for TCP/IP networking
- Recommended: Network or local printer for printing function

## Installation Instructions

These instructions are for first time installation. However if you already have the program installed and wish to modify/repair or remove it, follow numbers 1 to 3 only.

### To install the VeriTrax AS-215 software

1. Insert the VeriTrax AS-215 CD into your computer's CD drive.
2. Open My Computer. Double click the CD drive and then click the VeriTrax AS-215.exe. The VeriTrax AS-215 Install Shield runs and the Welcome window opens.
3. If you already have the program installed on your computer select one of the following options (if not continue to number 4):
  - Modify, to open the Select Components window. Select either Program Files and/or ServerDB. Click Next to open the Maintenance Complete window and then click Next to end the Modify Process.
  - Repair, to run the Setup Status. The Installation Complete window opens, click Yes to restart the program or No not to. Click Finish to complete the repair process.
  - Remove, to remove the program and its files from your computer. Click Next. A message box opens select Yes to remove the program and No not to. Click Finish to complete the remove process.
4. Click Next. If this is a first time installation in the Choose Destination Location window either click Next or, click the Browse button to select a different location. The Select Application Type window opens.
5. This step has the following two options:
  - Select Server if this is a first time installation or if a network is not used. A server holds the database and connects to the hardware.
  - Select Client (if server software is already installed on your network) and then select the location of the database on the Server PC.Click Next to open the Select Program folder.
6. Either accept the application's default or, scroll down and select a different location. Click Next to run the setup.
7. After completing setup, if prompt, either click Yes to restart your computer or No not to.
8. Click Finish to end the installation process.



# Accessing the System

The VeriTrax AS-215 system is case-sensitive. The default operators are administrator, engineer and security. Their properties can be modified in the program.

## **To access the VeriTrax AS-215 system**

1. Double click the VeriTrax AS-215 icon to open the Login dialog box.
2. The Server name field is filled by default and cannot be changed.  
In "Operator Name" select administrator and in the Password type admin
3. Click OK to access the application.

# The VeriTrax AS-215 Interface

The VeriTrax AS-215 interface has the following panes:

- Menu Bar
- Toolbar
- Tree View
- Main Window

## Menu Bar
























Menu	Submenu	Option	Description
File		Logon	Login dialog box opens. A different operator can be chooses from the operator name menu. The relevant password has to be typed in the password field.
		Logoff	Closes the current operator's account and minimizes the program to the taskbar.
		Exit	Click to Exit the application
Tools	Database	Periodic Backup	Select the Backup folder and behavior for automatic Backup operation. <b>Backup folder</b> – shows the current location of the backup files. Click on the <b>Browse...</b> button to change the destination folder. <b>Canceling Database Password</b> – check this option to allow you to view the backed up database without the need for a password. <b>Perform backup every</b> - Type or scroll to define the amount of day/s between back ups (0 indicates no periodic backup). <b>Perform backup at</b> - Type or to define the time for the automatic backup
		Backup now	Select the Backup folder for an immediate Backup. <b>Canceling Database Password</b> – check this option to allow you to view the backed up database without the need for a password.
		Export configuration	Select this option to copy (Backup) the current configuration to a selected folder using the Browse button. <b>Canceling Database Password</b> – check this option to allow you to view the backed up database without the need for a password.

		<b>Export configuration and Events</b>	Select this option to copy (Backup) the current configuration and all events to a folder selected using the Browse button. <b><u>Canceled Database Password</u></b> – check this option to allow you to view the backed up database without the need for a password.
		<b>Import configuration</b>	Select this option to replace the current database configuration with the database folder selected using the Browse button.
		<b>Import configuration and Events</b>	Select this option to replace the current database configuration and all events with the database folder selected using the Browse button.
		<b>Erase configuration and events</b>	Select this option to erase the current database configuration and all events
		<b>Import earlier database versions</b>	Select this option to replace the current database configuration and all events with a previous AS-215 database version folder, selected using Browse. (migration can only be from AS-215 versions 0.5 to 1.2.0)
		<b>Limit panel Events period</b>	You can choose to keep events for a certain amount of days while older events are erased from the system. Type or to define the number of days to <b>reserve events from the last # Days</b>
		<b>Erase panel Events</b>	You can select to keep events beyond a certain date. Select the desired cutoff date using the date selection box, the system will erase any events from an older date.
	<b>Options</b>	<b>General</b>	Default settings: <b><u>Auto startup</u></b> - If this checkbox is marked the AS-215 application will start upon windows startup. <b><u>Language</u></b> - Select the language for the AS-215 Software interface. <b><u>Holidays</u></b> - If Microsoft Outlook is installed on the computer and this checkbox is selected, the holiday list from Microsoft Outlook can be imported to the VeriTrax by clicking on the Outlook tab and selecting the requested holidays to add. If Microsoft Outlook is not installed on the computer clicking the "Use default holidays" will insert a fixed holiday's database based on the country selected from a country list. <b><u>Hasp key</u></b> - Share Database with VeriTime checkbox – mark this checkbox to activate the Hasp key control. <b><u>Highlight</u></b> - This option gives the ability to show the difference between users, unknown keys and alarms by highlighting them in different colors. <b><u>Transmit Transactions</u></b> - This option gives the ability to send data (characters) to the selected COM Port. This data can be send to a serial input of a video camera (e.g. - name of a person who's entering his code to the reader and been viewed by this camera).

		<b>Alarm Handler</b>	<p>Enable pop up alarm window.</p> <p>Enable pop up camera window (by alarm and by access).</p> <p>Alarm Priority- This option enables you to define alarm priority, alarm color and sets if it's enable or not.</p> <p>Customize alarm description</p> <p>Alarm Message - Entering a message will cause it to show when the alarm occurs.</p>
		<b>User Fields</b>	This option adds items to the User Fields at the User properties dialog box. The items can be viewed as a text field, list and checkbox.
		<b>User Pop-Up</b>	<p>Allows the user details to pop up in a separate window based on certain selectable events.</p> <p>Access Granted – shows the user pop up upon access granted event.</p> <p>Access Denied – shows the user pop up upon access denied event.</p> <p>Access Recorded – shows the user pop up upon an event recording of a user with no access rights who is still set in the database.</p> <p>The pop up window can be closed manually or automatically after a set amount of minutes based on your selection.</p>
		<b>Report Title</b>	This option opens the Report Title dialog box where the company name appearing on the system's report can be defined
	<b>Import Data</b>		<p>This option allows for importing of data from external programs into the VeriTrax.</p> <p><b>Data Type</b> – Select the file type. Currently only .xls extension files are available</p> <p><b>Location</b> – Shows the location of the selected file, click the <b>Browse...</b> to locate the file.</p> <p><b>Started from</b> – define the cells within the file to import using the following options:</p> <p><b>Row</b> – the first row of applicable data.</p> <p><b>User Number started from</b> – starts the numbering using the designated number.</p> <p><b>Import departments?</b> - If you select <b>Yes</b> the department column will be activated. If not select the desired department from the department selection box .</p> <p><b>Excel file columns</b> – Check the desired importing details based on the columns used in the excel file.</p>
<b>Help</b>		<b>About</b>	Click to read information about the VeriTrax AS-215 system version

## Toolbar

The Toolbar is dynamic and changes according to the actions performed in the system.

Icon	Description
	Open door manually. This icon appears throughout the program
	Print the list in the main window. This icon appears throughout the program
	Add a new item. This icon appears throughout the program
	Edit the selected item. This icon appears throughout the program.
	Delete the selected item. This icon appears throughout the program
	Delete all
	New single/double door
	Set time
	Update firmware
	Readers mode
	Open output
	Download to panel
	Find user
	Refresh the events show
	Pause the new events appearance
	Events view sorted: Online events by last hour, last day, last week, periodical events(days) or all events Immediate reports access events by last hour or periodical events (hours).
	Show User properties
	Alarm properties and handle.
	Modem status
	Network Panels
	Produce Report
	Full screen map
	Minimize map

## Tree View

### Events

Events are real-time occurrences in the system, which can be recorded using the following objects:

- Panels – Records all events when the door is used.
- Access - Registers the access permission of the person entering the premises.
- Alarm events - Issued when unusual activity occurs.
- Status map - Represents multiple graphical screens of site floor plans, with animated icons for doors and alarm points in site.
- System - Events related to server/administrator actions.

Panels, Access Alarm and System events can be displayed with the following time period screening:

- Last hour
- Last day
- Last week
- Periodical
- All events

### Network

The Network module is used to create the connection between the Access Control Units (ACU) and the PC.

There are three types of media connections:

- Serial
- TCP/IP
- Modem

The panel module, saved in the network, defines user panels. A panel can be either a single or double door ACU. The selected panel's address corresponds to the definitions in the ACU's dipswitch. A panel can be active or inactive.

### Time zone

The Time zone module defines a specific time that numerous functions can be performed. Up to eight entrances can be defined per day. There are two default options:

- Always – 24 hours a day, every day of the week and holiday
- Never – at no time on any day of the week and holiday

### Access Groups

This module defines user access to a zone at a set time.

There are two default options:

- Master – can always access all readers, every day of the week
- Unauthorized – cannot access any reader ever but recorded by PC.

## **Access Areas**

This module defines configuration of large sites. Global Area is default area.

## **Anti Pass-Back zone**

This module defines whether user access to a particular access zone should be permitted or not.

## **Cameras**

This module defines IP network address cameras. It is used to view the cameras from within AS-215.

## **Cards**

This module displays the card's details and their assignment to users. There are two methods for defining new cards:

- Typing the card number into the system
- Passing cards through a card reader that is defined as a reader desktop

After new cards have been processed they are automatically added to the system.

## **Users**

Each user must be a member of a department and attached to an access group. Users must have a code, which can be a card, PIN number or both. In addition a picture of the user can be added to the user properties.

 *There is an option to increase the user field information for future applications.*

## **Holidays**

This module defines the holiday's date. It is used to set the time zone's performance on days that are defined as holidays.

## **Operators**

These are personnel who have different access rights to screens and control the software.

## **Reports**

This module is used to generate many types of reports for different periods of time.

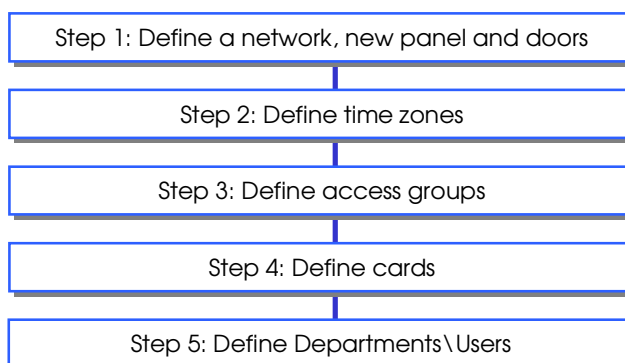
## **Main Window**

This pane is dynamic and changes according to the activity performed in it.

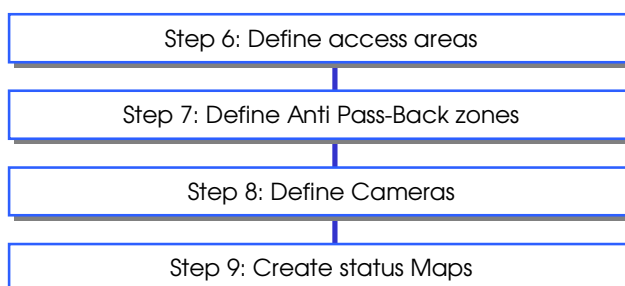
# Principal Operational Procedures

## Workflow

The five-step workflow shown and explained below is a suggested workflow to configuring the application.



Besides the basic workflow it also recommended to define holidays, and operators as well as to complete these additional steps: Access areas, Anti Pass-Back zones, cameras and status maps & reports.





## Step 1 - Defining a Network

This step connects the hardware to the PC.

### To add a network:

1. In the Tree pane right-click on Networks and click the 'New' button to open a new Network dialog box.

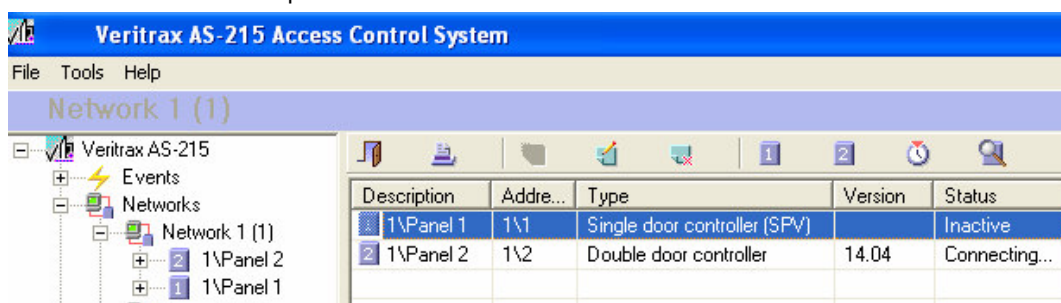
This dialog box is dynamic and has the following fields:

Field	Sub-field	Description
<b>Description</b>		Network name
<b>Network type</b>		This selection must match the dipswitch definitions. There are four options:
	<b>Inactive</b>	If this option is selected the network is inactive and only the Description and this field are available
	<b>Serial</b>	This option is the default. It opens the Serial Network fields: <b>COM Port</b> – where up to eight ports can be defined <b>Speed</b> – which can be 9600, 19200, 38400 or 57600
	<b>TCP/IP</b>	This option opens the TCP/IP network fields: <b>Type</b> – choose between Remote (WAN) and Local (LAN). If LAN was selected press <b>Configuration</b> , if WAN was selected set the IP address, Port number and serial speed. <b>IP Address</b> – of the Host LAN Module (view only). <b>Port Number</b> – of the Host LAN Module (view only). <b>Speed</b> – set the serial baud rate to 9600, 19200, 38400 or 57600 <b>Configuration</b> – Defines and transfers the network and serial parameters to the Host LAN Module using Rosslare's MD-N32.
	<b>Modem</b>	This option opens the following fields: <b>COM Port</b> – where up to eight ports can be defined <b>Speed</b> – which can be 9600, 19200, 38400 or 57600 <b>Configuration</b> – Defines the phone Number (where the ACU is located), password, dialing schedule and initialization conditions to the Host Modem.

## Panels

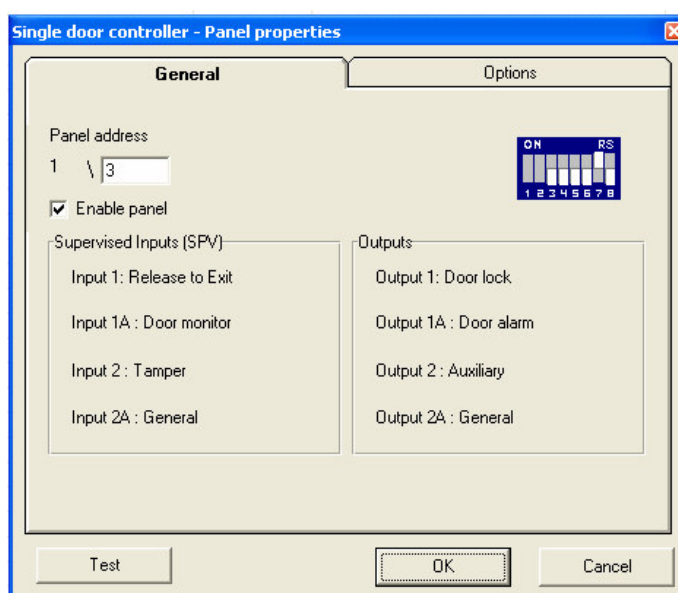
The panel is the actual box attached to the premises door. A panel can be configured as a single or double door controller.

After a panel and door/s have been added to a network they appear in the Tree view under the relevant network in order of hierarchy. The view structure is the number of the panel and the number of its network – shown in brackets.



### To add a single/double door controller

1. In the Tree view right click on the relevant Network and select New Panel.
2. Select either Single or Double Door Controller.
  - o Single Door opens the Single Door Controller – Panel Properties dialog box.
  - o Double Door opens the Double Door Controller – Panel Properties dialog box.



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#### ◆ Door Controller - General Tab

This dialog box has the following fields:

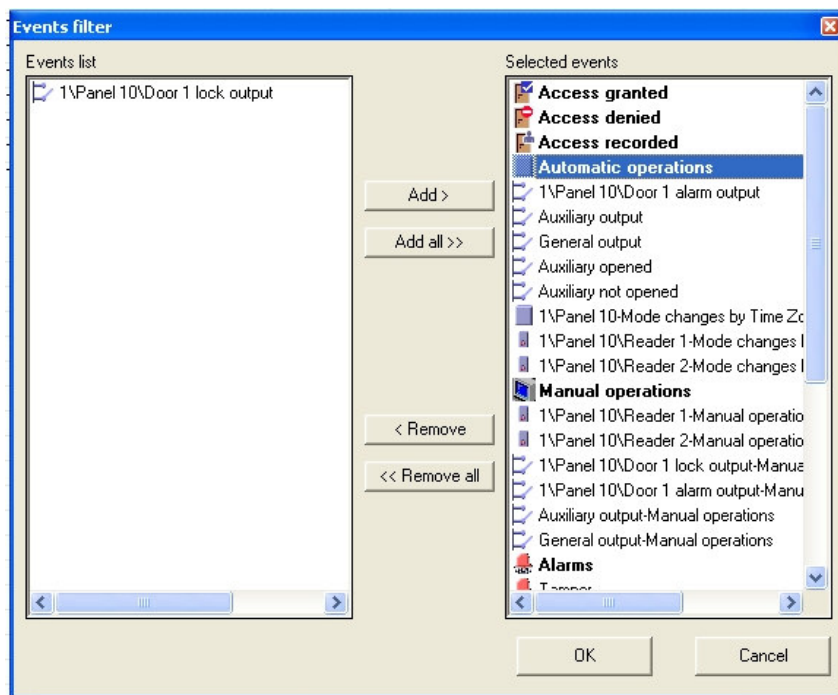
Field	Sub-field	Description
<b>General</b>	<b>Panel address</b>	This is defined in the system. By default the address can only be changed once. The dipswitches at the panel have to match the panel's address
	<b>Enable panel checkbox</b>	Check to activate the panel in the system
	<b>Inputs</b>	Hardware configurations already defined in the system. This field is view only. Inputs of Single and Double Door Controller have different purpose (inputs or supervised inputs).
	<b>Outputs</b>	Hardware configurations already defined in the system. This field is view only. Outputs of Single and Double Door Controller have different purpose.
<b>Test button</b>		Click to test the communication with the ACU

#### ◆ Door Controller - Options Tab

This dialog box has the following fields:

Field	Sub-field	Description
<b>Door Anti Pass-Back</b>		This field is used to ensure that the same card cannot be used by multiple users in a given period of time
	<b>Automatic Anti Pass-Back</b>	This field is used to state the Anti Pass-Back time zone
	<b>Hard</b>	denies access and sends alarm to PC
	<b>Soft</b>	grants access but sends an alarm to the PC

	<b>Reader 1 / Reader 2</b>	Activates the Anti Pass-Back rules on the checked readers
<b>Events filter</b>	<b>Select button.</b>	This button is for enable to define which events are stored in panel and reported to PC, see the figure below.



3. Complete the fields in the dialog box and click OK. The panel's definitions table opens in the main window and the new panel is added under the network in the Tree pane.

#### To add a single/double door controller properties:

1. In the Tree pane Network module double click on the relevant network.  
The panel, doors, readers, inputs and outputs are displayed.
2. Double click on the door.  
The Single Door Controller dialog box opens.

*The Door Controller dialog box for single and double doors is basically the same. Double door has interlock option between both doors. Therefore the differences between the two will appear as a note in the relevant location.*

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#### ✦ Door Property Tab

This dialog box has the following fields:

Field	Sub-field	Description
Door lock Output 1	Description	Type in the relevant description for the door
	Auto relock	This field has the following options indicating when the door automatically locks: <b>None:</b> Lock strike opens for programmed period of time <b>On door close:</b> Lock strike stops when the door is closed <b>On door open:</b> Lock strike stops when the door is opened
	First person delay for unlock	Indicating that automatic unlocked starts after first user access. This is only available after this checkbox is checked
	Automatic unlock	Select the relevant time zone
Timers	Interlock with Door 1 / Door 2	At Double Door Controller: Indicating that the door can be opened only if the second door is closed
	Door open time	This field defines the amount of time that the door is opened after valid access
	Extended door open time	This option is for users that have cards with special access permission. For example for delivering goods.
	Timer- Siren	This field defines that a siren type alarm is sounded. True for <b>Readers Tamper</b> and <b>Single Door Tamper</b>

3. Double click on the reader. The reader dialog box opens.

✦ Reader - General Tab

Reader General Tab has the following fields:

Field	Sub-field	Description
Details	Description	Type in the relevant description for the Reader
	Operation Mode	Select the type of access: <b>Inactive</b> <b>Card only</b> – only cards are granted access <b>PIN only</b> – only PIN codes are granted access <b>Card or PIN</b> - cards or PIN codes are granted access <b>Desktop</b> – used to read cards to the PC
	Direction In/Out	Check the relevant option
	Activation	<b>Door (Output 1)</b> : When checked indicates that the reader can open the door lock with a valid code. (For example, do not open a door in guard tour application) <b>Auxiliary (Output 2, Single door only)</b> : When checked indicates that the reader can open the Auxiliary output with a valid code. This option is unavailable in the Double Door Controller dialog box.
	Secure time zone	This option is for Card + PIN (Secured feature that both card and PIN are required) and defines the times when access is permitted
Type	Reader Type	This dropdown list has the following options: <b>None</b> <b>Clock and data</b> <b>Wiegand 26 bits</b> <b>Wiegand 37 bits</b> <b>HID Corporate 1000</b> <b>Wiegand 32 bits</b> <b>Wiegand 32 bits data reversed</b> <b>Wiegand 34 bits</b> <b>Wiegand 40 bits</b> <b>Wiegand 40 bits PCSC</b> <b>Wiegand 64 bits</b>
	Check site code only	If selected the ACU will provide access (or not) only by the card's site code

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	<b>Keypad type</b>	This dropdown list has the following options: <b>None</b> <b>Wiegand 6 bit (Rosslare)</b> <b>Wiegand 6 bit burst</b> <b>Wiegand 8 bit burst</b>
--	--------------------	---

✦ **Reader - Options Tab**

Reader Options Tab has the following fields:

Field	Sub-field	Description
<b>Timed Anti pass-back</b>		This field is used to ensure that the same card is not used by multiple users in a given period of time.
	<b>Automatic Anti Pass-Back</b>	This field is used to state the anti pass-back time zone
	<b>Hard</b>	denies access and sends alarm to PC
	<b>Soft</b>	grants access but sends an alarm to the PC
	<b>Time</b>	This field is used to define the anti pass-back time
<b>Site codes</b>	<b>Site code</b>	This feature is valid only if the Check site code only checkbox is checked. It has the following sub-fields: <b>Add from list</b> – select from the list of the known site codes <b>Add manually</b> – adds a manually typed site code <b>Remove</b> – removes a site code from list
<b>Sounder</b>	<b>Chime by Access granted</b>	This field defines that a chime type alarm is sounded by Access granted event.
	<b>Bell by keypad button</b>	This field defines that a bell type alarm is sounded by the keypad button.

4. Double click on Door REX input. The input dialog box opens.

✦ **Door REX Dialog Box**

**supervised panel**

**unsupervised panel**

This Dialog box has the following fields:

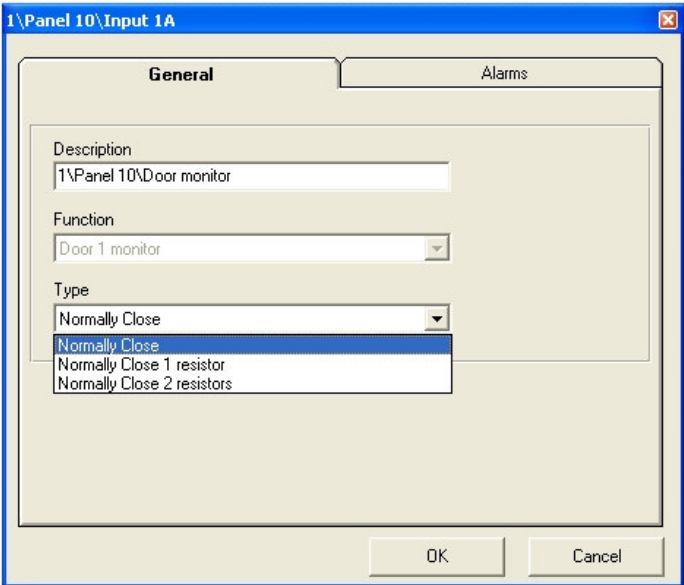
Field	Description
<b>Description</b>	Type in the relevant description for the input
<b>Input Function</b>	REX Door only
<b>Type (active for supervised only)</b>	Select between: Normally Open Normally open (with) 1 resistor Normally open (with) 2 resistors

5. Double click on Door monitor input. The input dialog box opens.

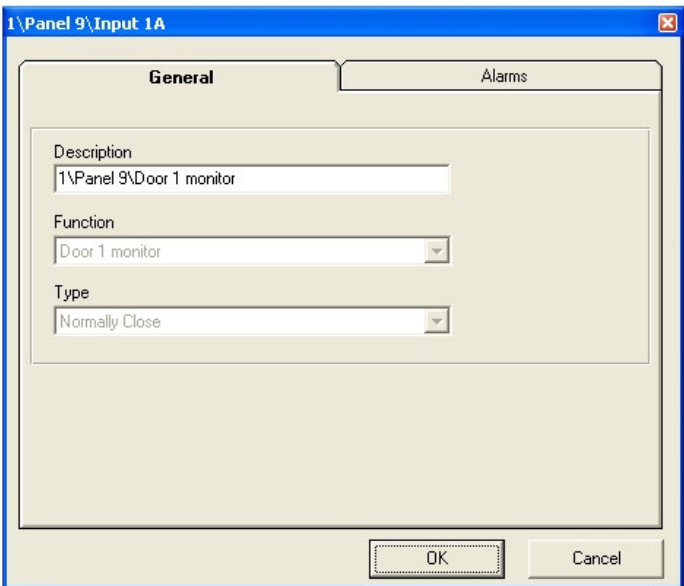


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✦ **Door Monitor Input - General Tab**



**supervised panel**



**unsupervised panel**

When you first connect the software and activate a panel, VeriTrax checks if the connection is supervised or not. If the connection is supervised, you see two buttons, **Test** and **OK**. It is recommended to use the **OK** button which performs a test and moves on to the next stage.

If the detected connection is not supervised, under Type, you can select between supervised and normal.

Door Monitor Input General Tab has the following fields:

Field	Description
Details	Type in the relevant description for the input

<b>Function(Input 1 and Input 2 for Double Door only)</b>	Door Monitor only
<b>Type (active for supervised only)</b>	Select between: Normally Close Normally close (with) 1 resistor Normally close (with) 2 resistors

✦ **Door Monitor Input - Alarms Tab**

When you first connect the software and activate a panel, VeriTrax checks if the connection is supervised or not. If the connection is supervised, you see two buttons, **Test** and **OK**. It is recommended to use the **OK** button which performs a test and moves on to the next stage.

If the detected connection is not supervised, under Type, you can select between supervised and normal.

Door Monitor Input Alarms Tab has the following fields:

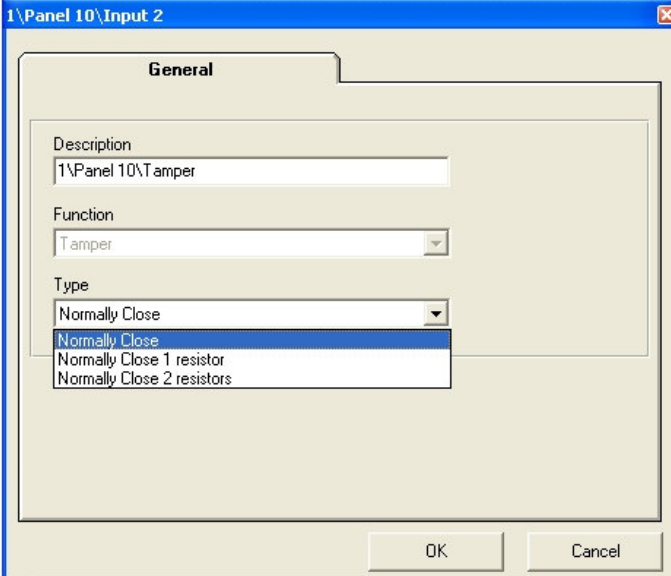
Field	Sub-field	Description
<b>Timers</b>	<b>Door held open alert</b>	Time for door to be opened before an alarm alert condition starts
	<b>Door held open</b>	Time for door to be opened before an alarm condition starts
	<b>Door forced open</b>	Time for door to be forced open before an alarm condition starts
	<b>Siren</b>	This field defines that a siren type alarm is sounded in the following options: <b>Door held open</b> and <b>Door forced open</b>
<b>Chime</b>	<b>Chime(Input 1A opened)</b>	This field defines that a chime type alarm is sounded in the following Input 1A opened (Door monitor) <i>Note: In the Double Door Controller Chime Door 2 tab this field has the following option: <b>Input 2A opened</b></i>
	<b>Door held open alert</b>	This field defines that a chime type alarm is sounded in the following Door held open alert.

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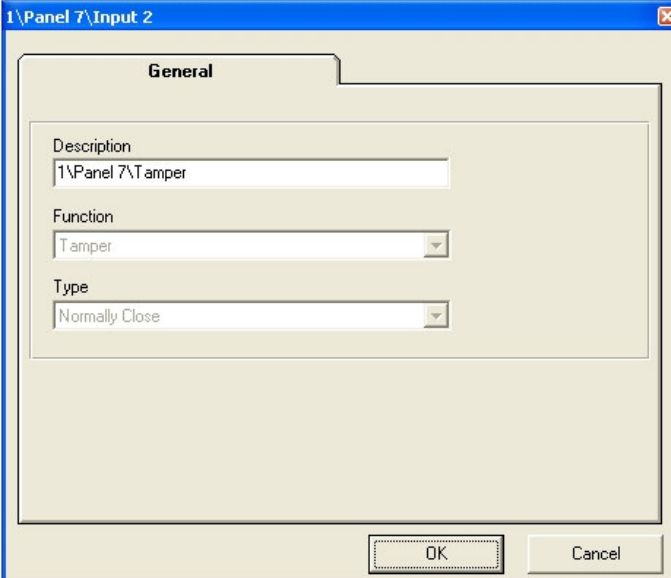
---

6. Double click on Panel Tamper input (Single door only). The input dialog box opens.

✦ **Panel Tamper Input - General Tab**



**supervised panel**



**unsupervised panel**

When you first connect the software and activate a panel, VeriTrax checks if the connection is supervised or not. If the connection is supervised, you see two buttons, **Test** and **OK**. It is recommended to use the **OK** button which performs a test and moves on to the next stage.

If the detected connection is not supervised, under Type, you can select between supervised and normal.

Panel Tamper Input General Tab has the following fields:

Field	Description
<b>Description</b>	Type in the relevant description for the input
<b>Input Function</b>	Tamper only
<b>Type (active for supervised only)</b>	Select between: Normally Close Normally close (with) 1 resistor Normally close (with) 2 resistors

- Double click on Panel General Purpose input (Single door only). The input dialog box opens.

✦ **Panel Input - General Tab**

**supervised panel**

**unsupervised panel**

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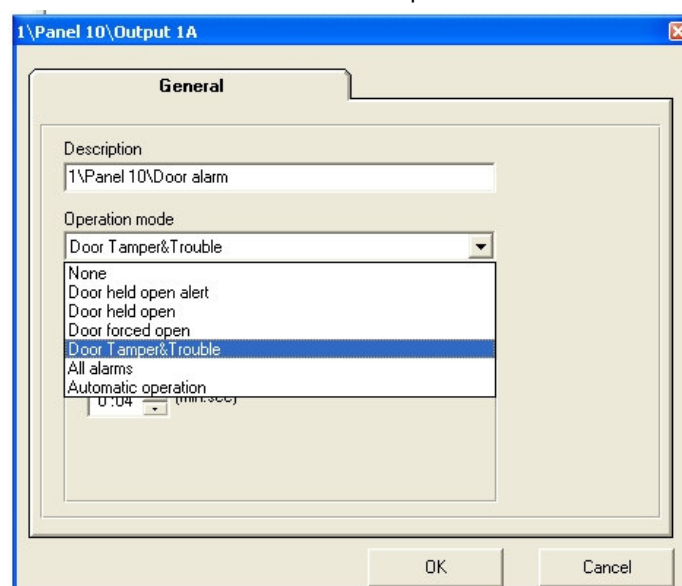
Panel Input General Tab has the following fields:

Field	Description
<b>Description</b>	Type in the relevant description for the input
<b>Input Function</b>	General Purpose only
<b>Type (active for supervised only)</b>	Select between: Normally Open Normally open (with) 1 resistor Normally open (with) 2 resistors
<b>Bell (Input 2A Closed)</b>	This field defines that a chime type alarm is sounded in the following Input 2A closed

8. Double click on Alarm Output. The output dialog box opens.

#### ✦ Alarm Output - General Tab

This tab is used to define how this output will be activated.



Alarm Output General Tab has the following fields:

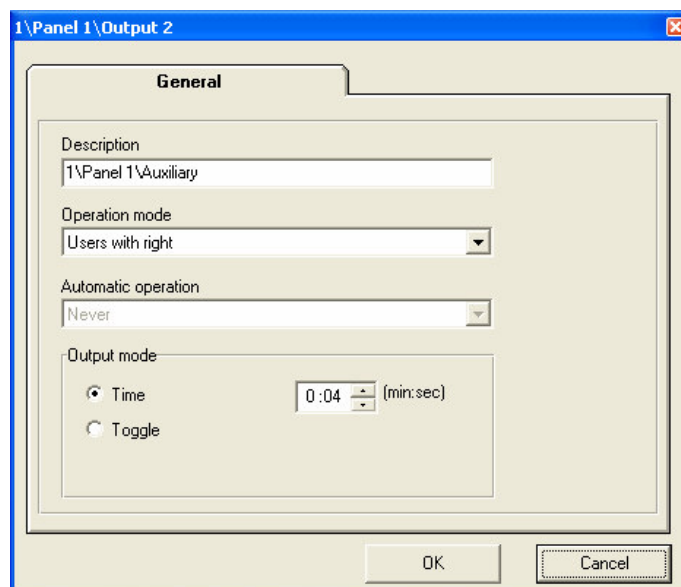
Field	Description
<b>Description</b>	Type in the relevant description for the input
<b>Operation mode</b>	This field has the following options: <b>None:</b> Output is inactive <b>Door held open alert:</b> When selected, the output is activated in the door held open alert condition <b>Door held open:</b> When selected, the output is activate in the door held open condition <b>Door forced open:</b> When selected, the output is activate in the door forced condition <b>Door Tamper &amp; trouble:</b> When selected, the output is activate during reader tamper and trouble conditions <b>All door alarms:</b> When selected, the output is activate in any of the above alarm conditions <b>Automatic operation:</b> When selected the output is activated by the fields of the Automatic operation below

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<b>Automatic Operation</b>	This field defines the activity time zone, if operation mode is in the automatic operation
<b>Timer</b>	Set the duration of the output activation for all but automatic operation.

9. Double click on Auxiliary Output (Single door only). The output dialog box opens.

✦ **Auxiliary Output - General Tab**



Auxiliary Output General Tab has the following fields:

Field	Sub-field	Description
<b>Auxiliary (Output 2)</b>	<b>Operation Mode</b>	This field has the following options: <b>None</b> : Output is inactive <b>Users with right</b> : When selected, only authorized users can activate the output (see user information field) <b>Access granted</b> : When selected, every access granted activates the output <b>Access denied</b> : When selected, every access denied activates the output <b>Keypad bell button</b> : When selected, pressing the bell key in the keypad reader activates the output <b>Automatic operation</b> : When selected, the output is activated automatically according the time zone schedule
	<b>Output Mode</b>	This field has the following options: <b>Toggle</b> – toggles the output in every operation <b>Time</b> – activates the output for a specified period time
	<b>Automatic Operation</b>	This field defines the activity time zone, if operation mode is in automatic operation

10. Double click General Output (Single door). The output dialog box opens.

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✦ **General Output - General Tab**

When you first connect the software and activate a panel, VeriTrax checks if the connection is supervised or not. If the connection is supervised, you see two buttons, **Test** and **OK**. It is recommended to use the **OK** button which performs a test and moves on to the next stage.

If the detected connection is not supervised, under Type, you can select between supervised and normal.

General Output General Tab has the following fields:

Field	Sub-field	Description
General (Output 2)	Operation Mode	This field has the following options: <b>None</b> : Output is inactive <b>Input 2A</b> : When selected, the output is activated by input 2A. <b>Automatic Operation</b> : When selected, the output activates automatically according to the time zone schedule below
	Output Mode	This field has the following options: <b>Follow Input2A</b> – output follows Input2A activation <b>Toggle</b> – toggles the output in every operation <b>Time</b> – activates the output for a specified period of time
	Automatic Operation	This field defines the activity time zone, if operation mode is in automatic operation

## Step 2 - Defining Time zone

This module defines intervals of time during different days of week and holidays.

Time zones define various automatic operations and time that a user can enter/exit the premises.

There are two default options:

- Always – always active
- Never – never active

### To define Time zone Properties:

Double click on a time zone option. The Time zone Properties dialog box opens.

	Start	End	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
1	08:00	08:30		✓	✓	✓	✓	✓		
2	08:15	09:00		✓			✓			
3	08:00	10:00			✓			✓		
4	00:00	00:00								
5	00:00	00:00								
6	00:00	00:00								
7	00:00	00:00								
8	00:00	00:00								

To define new access permission, click the timetable on the relevant date at time. A tick appears in the relevant position.

Click Clear All to empty the timetable

- Up to 8 entrances/exits can be defined per time zone
- Hours must be in sequential order
- The End time must be larger than the Start time
- Time zones can be removed/edited by right clicking on the time zone in the list and selecting either edit/delete



## Step 3 - Defining Access Groups

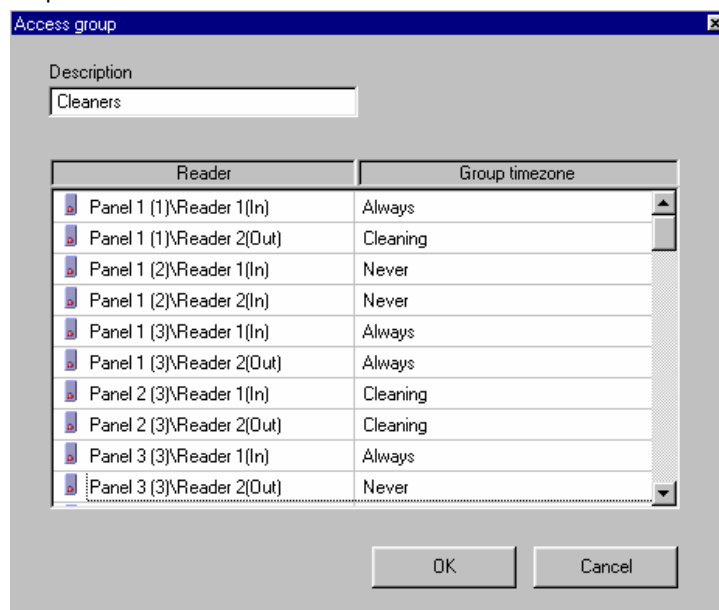
The Access Group is a combination of readers and time zones. Each user must belong to an access group that has specific access permissions. In addition each reader has specific time zones.

There are two default access groups:

- Master – can always enter a premises
- Unauthorized – can never enter a premises, but always recorded
- To add a new access group:

### To define Access groups Properties:

Right click on the Access Group module and select New. The Access Group dialog box opens.



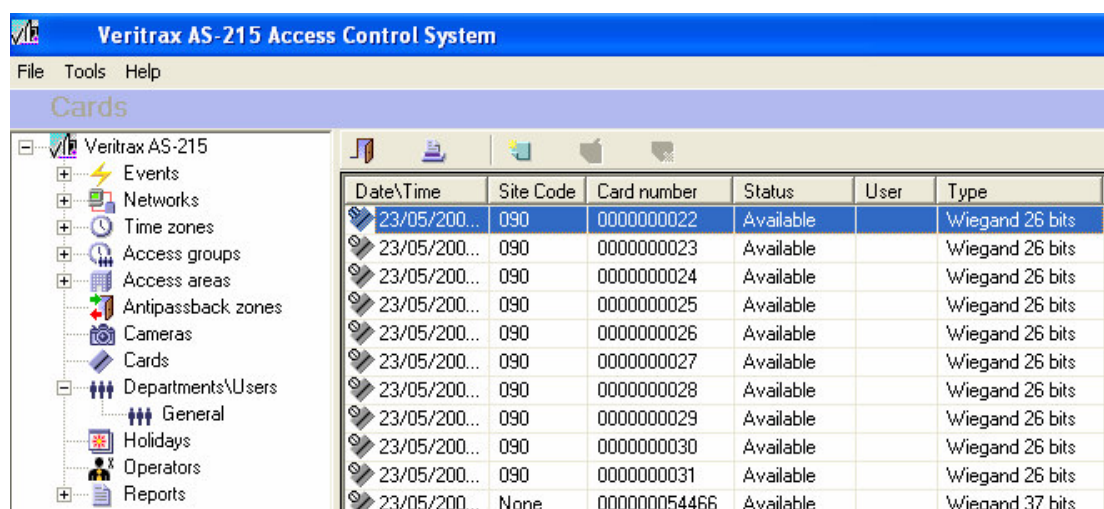
To modify Access Group, in the Time zone column click the relevant time zone. Select appropriate Time zone from the dropdown list. The Time zone definition is modified.

- Access Groups (except for Master and Unauthorized) can be removed/edited by right clicking on the access group in the list and selecting either edit/delete.

## Step 4 - Creating Cards

When this option is clicked a list of all cards and their status opens in the main window.

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- Cards can be removed by clicking on a specific card in the list and pressing the "delete" icon above.
- All the cards can be removed by pressing the "delete all" icon above.

### To create a new card:

There are three options to create new cards:

1. Right click on Cards and then click New. The Add Cards dialog box opens.

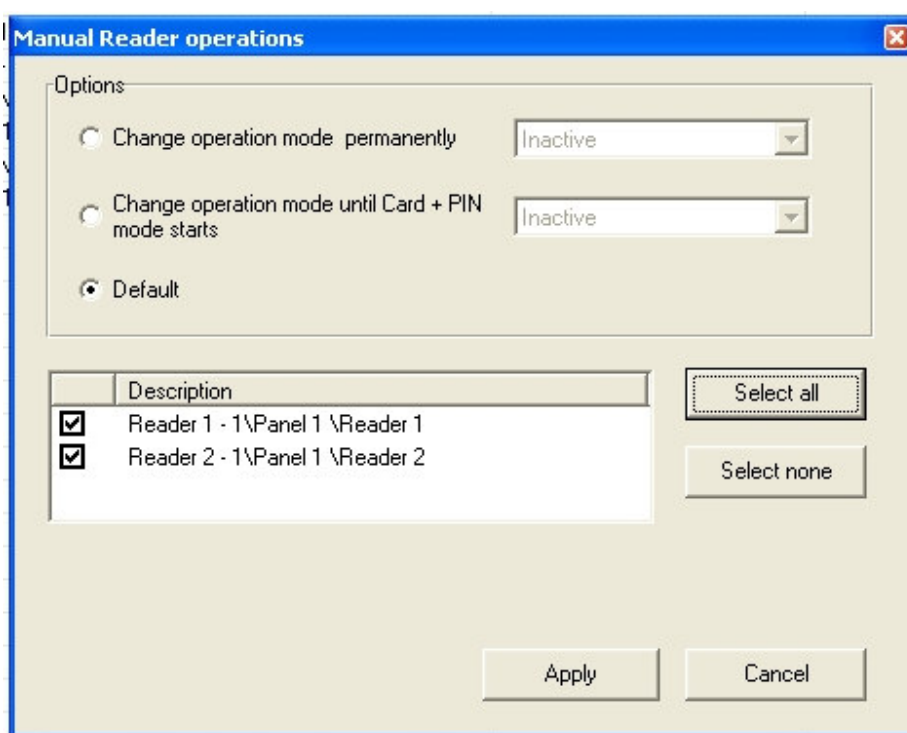
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This Dialog box has the following fields:

Field	Sub-field	Description
Reader type	<b>Clock &amp; data</b>	Cards to be read by a reader with Clock & Data outputs format
	<b>Wiegand 26 Bits</b>	Cards to be read by a reader with Wiegand 26 bits outputs format
	<b>Wiegand 37 Bits</b>	Cards to be read by a reader with Wiegand 37 bits outputs format
	<b>HID Corporate 1000`</b>	Cards to be read by a reader with HID Corporate 1000 outputs format
	<b>Wiegand 32 bits</b>	Cards to be read by a reader with Wiegand 32 (MSB first) bits outputs format
	<b>Wiegand 32 bits data reversed</b>	Cards to be read by a reader with Wiegand 32 (LSB first) bits outputs format
	<b>Wiegand 34 bits</b>	Cards to be read by a reader with Wiegand 34 bits outputs format
	<b>Wiegand 40 bits</b>	Cards to be read by a reader with Wiegand 40 bits outputs format
	<b>Wiegand 40 bits PCSC</b>	Cards to be read by a reader with Wiegand 40 bits PCSC outputs format
	<b>Wiegand 64 bits</b>	Cards to be read by a reader with Wiegand 64 bits outputs format
Sequential cards	<b>Cards quantity</b>	This field holds the number of cards to add
	<b>Start from</b>	This field indicates the initial code number from which the card's sequence starts
	<b>Site code</b>	Valid for Wiegand 26 bits, HID corporate 1000 and Wiegand 40 bits PCSC only. This field indicates the number of the site code (0-255). This number is not changed during the sequential cards addition
New user	<b>New user check box</b>	Check this option to create a new user when adding cards based on the card quantity.
	<b>User number started from</b>	Enter the first user number for the group of users you are adding.

2. Left click on one of the panels. Press button Reader Mode on Toolbar.  
A Dialog box is opened used to change the AC-215 reader's modes.



Select one of the options 'Change operation mode...' and select operation mode 'Desktop'. Press Apply. To imprint cards, swipe them over one of selected readers. Select option 'Default' and press 'Apply'.

3. Double click on one the readers. The reader dialog box opens. Select operation mode 'Desktop'. Press OK. To imprint cards, swipe them over selected reader. Return reader operation mode.

## Step 5 - Creating Departments\Users

It is recommended that users be added after the department to which it is attached has been defined. However, a user can always be added to the General department. The General department is the application's default and cannot be removed. After a user has been defined it is added to the Department's users list, which can be viewed in the main menu.

This step is divided into two stages:

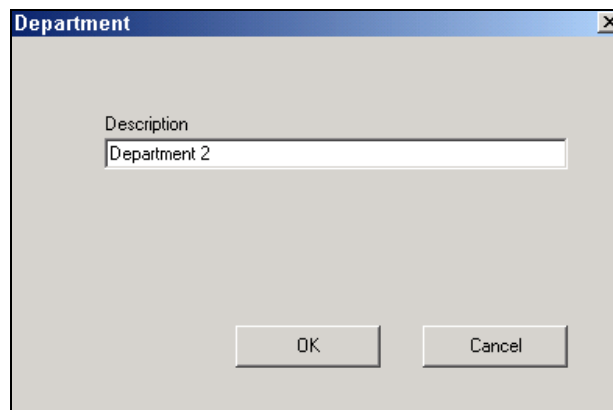
- Creating departments
- Adding a user to a department

### To add a department:

1. Right click on the Departments\Users module and click New Department to open the Department dialog box.

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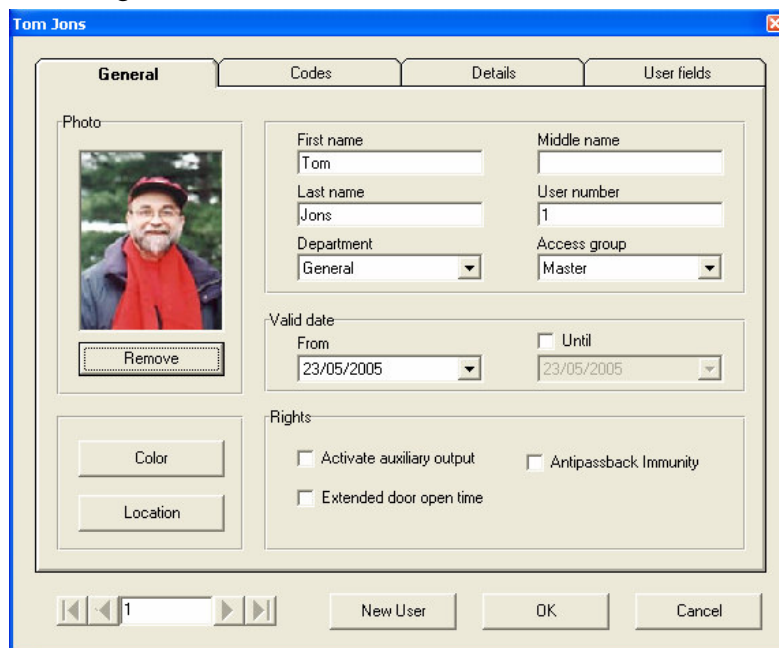
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2. In the Description field type in the department name and then click OK. The department is added to the Departments List in the main view.

**To add a user to a department:**

Right click the relevant department and click New User to open the User Properties dialog box.



This dialog box has the following tabs:

- General
- Codes
- Details
- User fields

✦ **Add User to Department – General Tab**

Add User to Department General Tab has the following fields:

Field	Sub-field	Description
<b>Photo</b>	<b>Add/Remove Button</b>	To add a photo to a user click the Add button to open the Windows Open dialog box and locate the file holding the relevant photo
		Click to remove the user's photo
<b>Personal Details</b>	<b>First name</b>	Type in the user's first name
	<b>Middle name</b>	Type in the user's middle name
	<b>Last name</b>	Type in the user's surname
	<b>User number</b>	Sequential number fixed by the application. A user's number can only be modified when first defined
	<b>Department</b>	Click the dropdown list and select the relevant department
	<b>Access group</b>	Click the dropdown list and select the relevant access group
<b>Valid date</b>	<b>From</b>	Scroll and find the relevant date
	<b>Until</b>	Check this option if the user can enter/exit the premises up to and including a specific date, and then scroll to define the date
	<b>Select color</b>	This feature has to be enabled from: Tools► Options► Highlight ► Use highlight user events► Selected user. Click to select a color making this user unique from others.
	<b>Location</b>	Press the button to quickly receive report about locations for that particular user.
<b>Rights</b>	<b>Activate auxiliary output</b>	If selected, the user will have the authority to activate the auxiliary output
	<b>Extended door open time</b>	When this user opens a door it will be activate for a prolonged period of time. The length of time is defined in the Door properties dialog box
	<b>Anti Pass-Back Immunity</b>	If selected, the user will not be affected by the Anti pass-back feature

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✦ **Add User to Department – Codes tab**

Ron Amber

General Codes Details User fields

Cards

Site Code	Card Number	Status
35	0000013456	Active
6	0000000054	Active
33	0000002376	Active

Add from list

Add manually

Remove

PIN Code

Number of digits: 4

Code:

Auto PIN

Add User to Department Codes Tab has the following fields:

Field	Sub-field	Description
Cards	Code/Status	This field lists the cards codes and their status .The status can be change from Active to Inactive
	Add from list	Click and select a card number from the cards list that already purchased by the system. Click Add or Cancel to finalize.
	Add manually	Click to manually create new cards .Click Add or Cancel to finalize.
	Remove	Click the Remove button to delete selected card numbers.
PIN Code	Number of digits	Click the dropdown list and select the number of digits in the PIN code
	Code	This number is the PIN code to be used in a 'PIN only' and 'Card or Pin' reader modes or in secure mode (Card + PIN)
	Auto PIN	Click to generate a random number that has the specified number of digits.

✦ **Add User to Department – Details Tab**

This tab has the following fields:

Field	Description
<b>Telephone</b>	Fill this field with relevant information
<b>Mobile</b>	Fill this field with relevant information
<b>Fax</b>	Fill this field with relevant information
<b>Email</b>	Fill this field with relevant information
<b>Address</b>	Fill this field with relevant information
<b>Home telephone</b>	Fill this field with relevant information
<b>Car registration</b>	Fill this field with relevant information
<b>Position</b>	Fill this field with relevant information
<b>Employment date</b>	Fill this field with relevant information
<b>Notes</b>	Fill this field with relevant information
<b>Details Button</b>	Allows you to upload a file related to the user

✦ **Add User to Department – User Fields Tab**

This tab is an expansion to the regular user details. Define in: **Tools► Options► User Fields** and can be implemented as text or list with a scroll bar or an information check box.

- Forward & Back arrows
  - Use the arrows to quickly navigate between Users and navigate with user number.



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- New Users button
  - Use the button to quickly add a new user without closing the existing user and open a new one again.

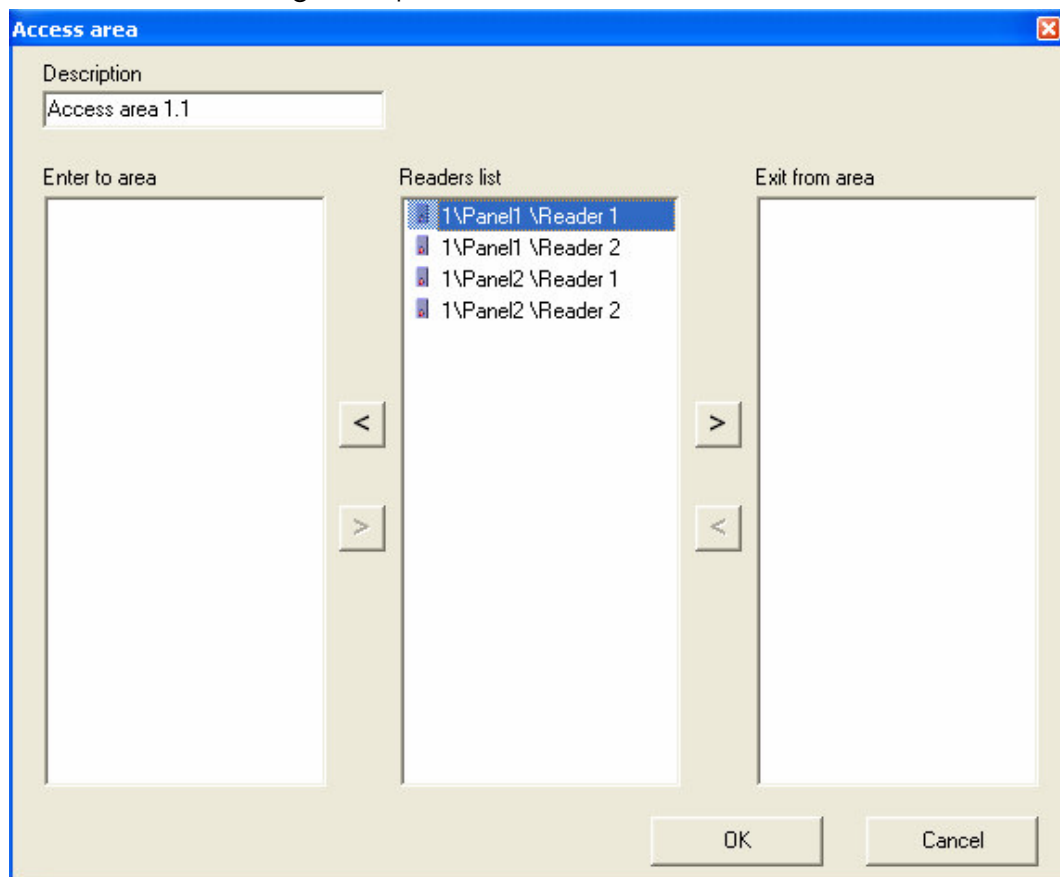
## Step 6 - Defining Access areas

By setting 'Access areas', configuration and maintenance of large sites can be greatly simplified. It also allows Anti pass-back zone and reports to be generated on defined access areas.

Global Area is default external Access area.

### To add a new Access area:

Right click on one of define Access areas module and select New. The Access area dialog box opens.



## Step 7 - Defining Anti Pass-Back zones

Anti Pass-Back zone feature is used when in and out access is controlled. Because AS- 215 knows whether a user is inside a particular area or out, it can be intelligent about whether access should be permitted or not. A user must first exit an area before being allowed to re-enter. This feature can only work in on-line systems where AS-215 is opened all time.

### To add a new Anti Pass-Back zone:

Right click on one of define Anti pass-back zones module and select New. The Anti pass-back zone dialog box opens.

This dialog box has the following fields:

Field	Description
<b>Description</b>	Type in the relevant description for the anti pass-back zone
<b>Access areas</b>	This field defines the protected access area.
<b>Automatic Anti Pass-Back</b>	This field is used to state the anti pass-back time zone
<b>Hard</b>	Denies access and sends alarm to PC
<b>Soft</b>	Grants access but sends an alarm to the PC

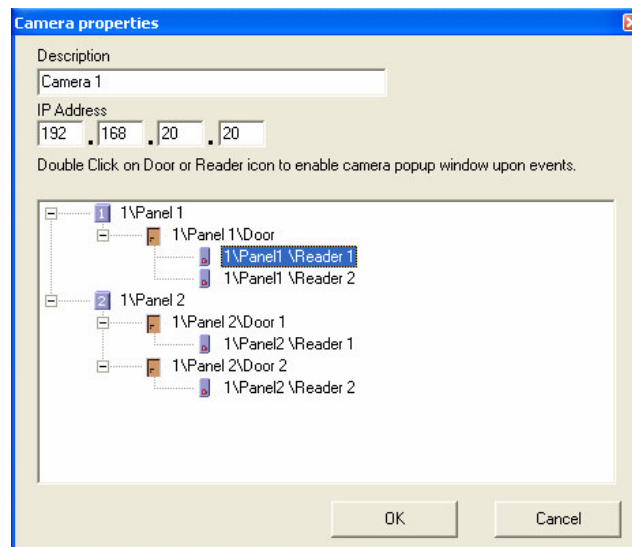
## Step 8 - Defining Cameras

### To add a new camera:

Right click on the Cameras module and click New Camera to open the Camera dialog box.

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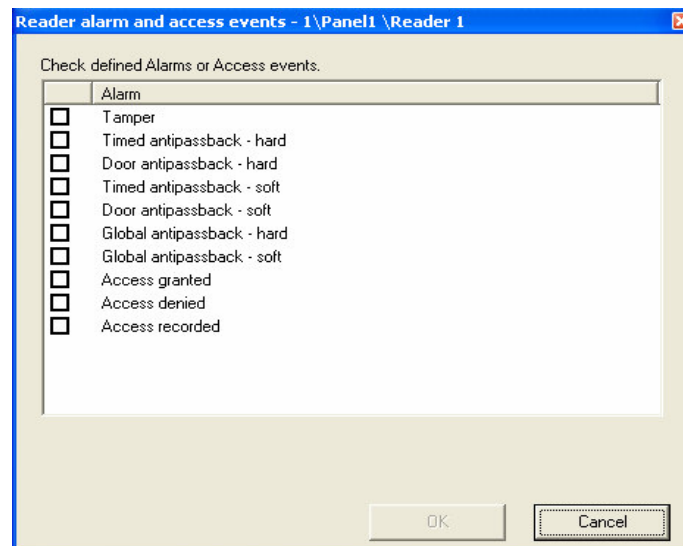
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Enter a network IP address.

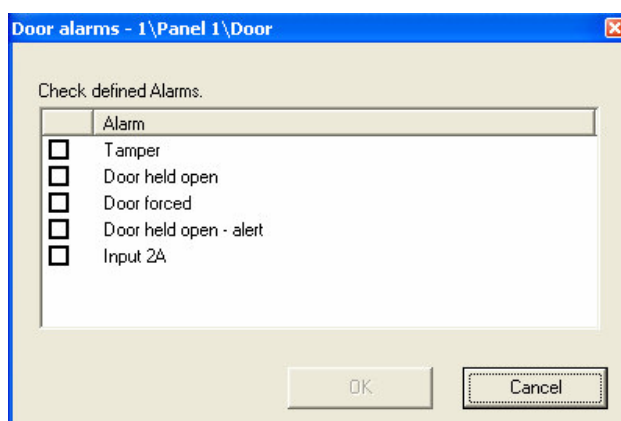
**To define events for camera popup:**

Double click on Reader icon open reader alarm and access events dialog box.



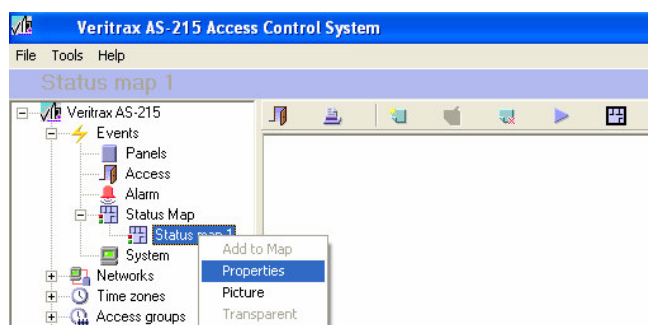
Double click on Door icon open Door alarm dialog box

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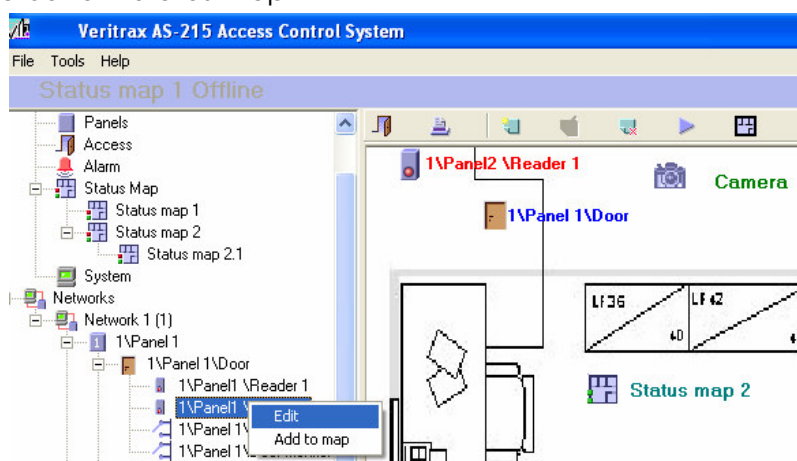


## Step 9 - Defining Status maps

Right click on the Maps module and click New Status Map to open the Status map screen.



Right click on the Doors, Readers, Cameras and other Status Maps to add them to current Status map.



Right click on Doors, Readers, Cameras and other Status Maps icons to define properties.

Use Alarms menu to open Door or Reader dialog box (see Camera definition). Check alarm events to show on Status Map.

Return to Online mode with click on Refresh button.

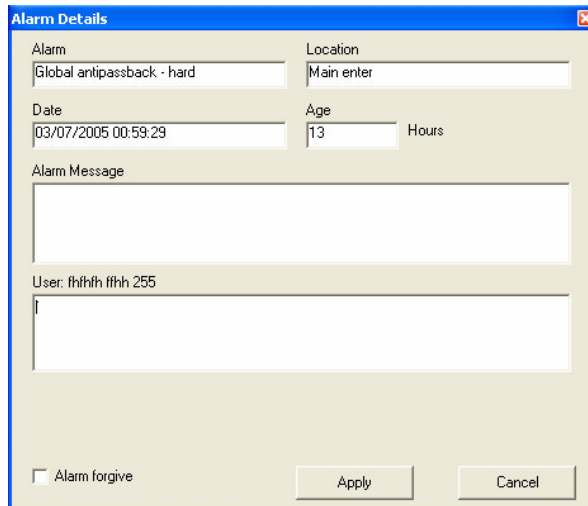
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If selected alarm event occur, alarm icons will shown:



Double click on the icon open alarm handle dialog box.



The 'Alarm Details' dialog box contains the following fields and controls:

- Alarm:** Global antipassback - hard
- Location:** Main enter
- Date:** 03/07/2005 00:59:29
- Age:** 13 Hours
- Alarm Message:** (Empty text area)
- User:** fthfth fthh 255
- Buttons:** Alarm forgive (checkbox), Apply, Cancel

Alarm Message – see Menu Options, Alarm handler.

# Manual Operation

There are several manual operations that can be done after VeriTrax AS-215 is installed and run.

## Open / Close door

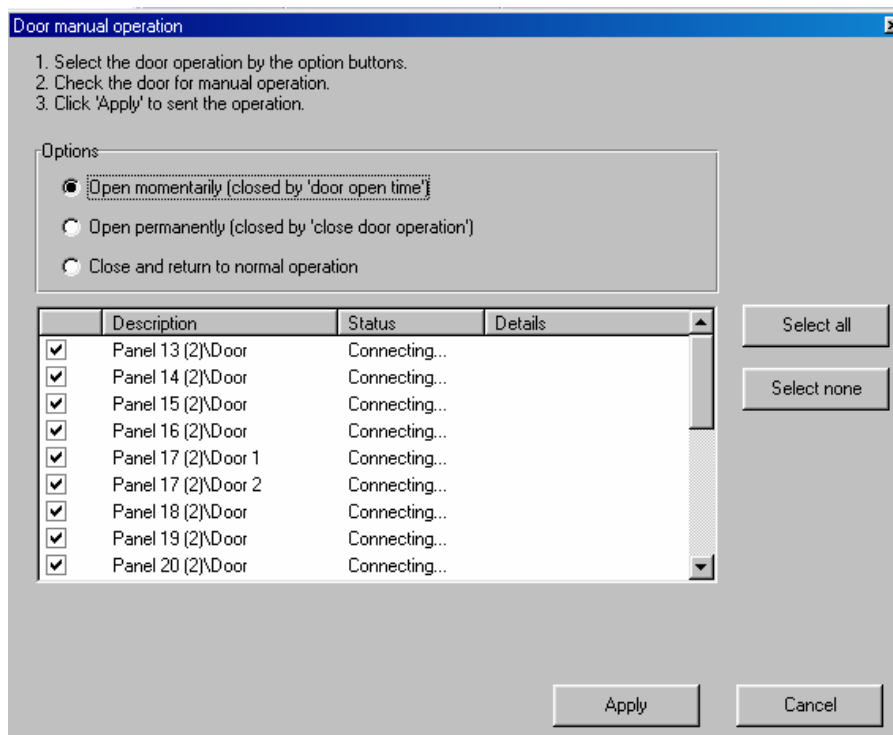


Open momentary – All checked doors are opened and closed automatically after the "open door timer" elapsed.

Open permanently – All checked doors are opened permanently and stay at this status until a manually Close operation.

Close – All checked doors are closed and return to automatic operation.

This option is always accessible and is displayed on the toolbar, first left.

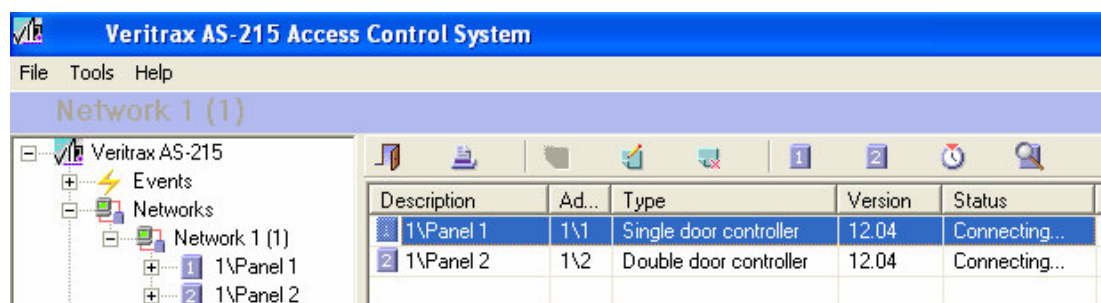


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## Network

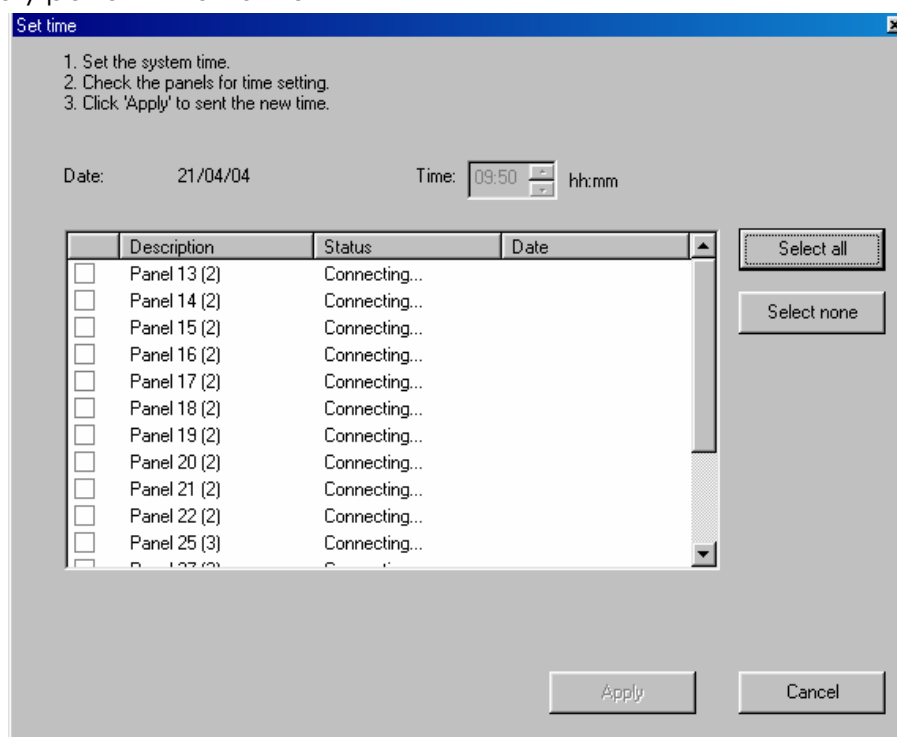
The network status is displayed on the right side of the screen for any network selection. An information on panels address connectivity and versions.



There are few manual operations that can be done after VeriTrax AS-215 is installed and running on panel selection.

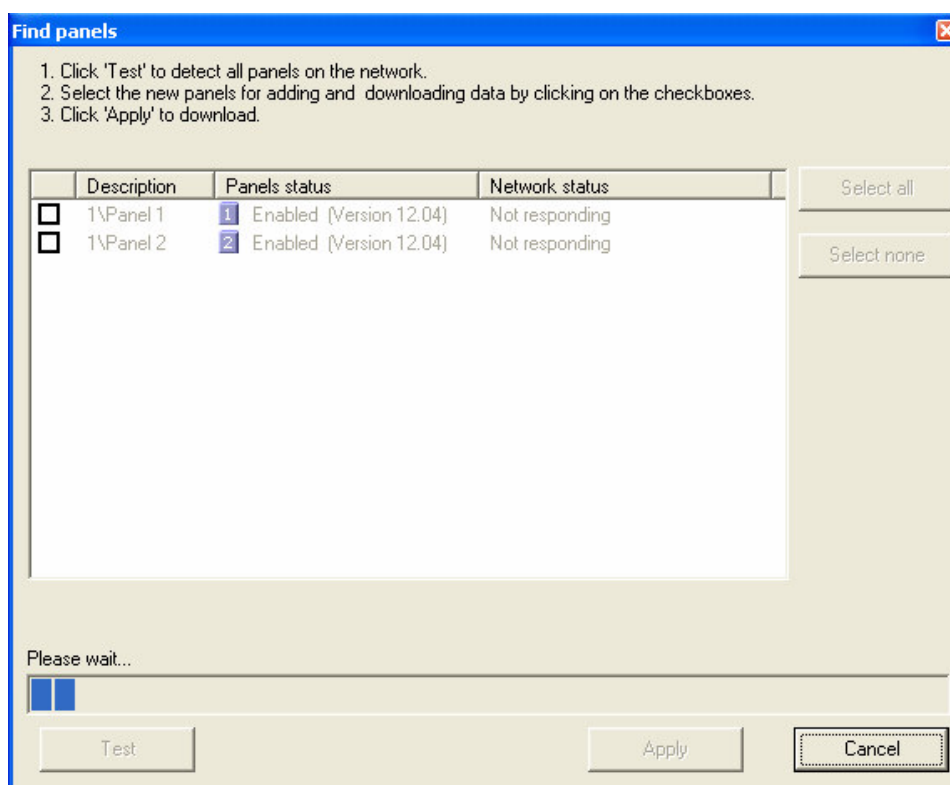
## Set time

Set the time for all doors that had been checked. The date is taken from the PC clock. This window also can be used to see the current date and time of every panel in the network.



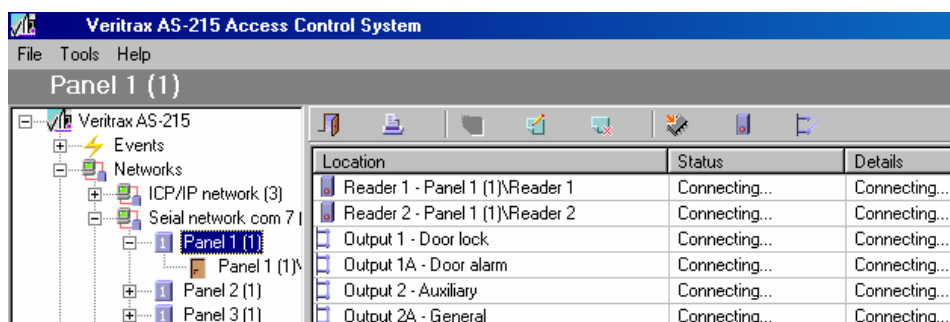
## Find panels

This feature is very useful for rapid installations. By clicking "Test", the VeriTrax AS-215 searches for all the connected panels in the network and present the panel type. Then checks the panels and activates them by clicking apply. VeriTrax AS-215 will download all the setup information to the entered panels.



## Manual operations – Panel

The network panel is displayed on the right side of the screen on. An information on panel output status and connectivity. There are few manual operations that can be done after VeriTrax AS-215 is installed and running on panel selection.



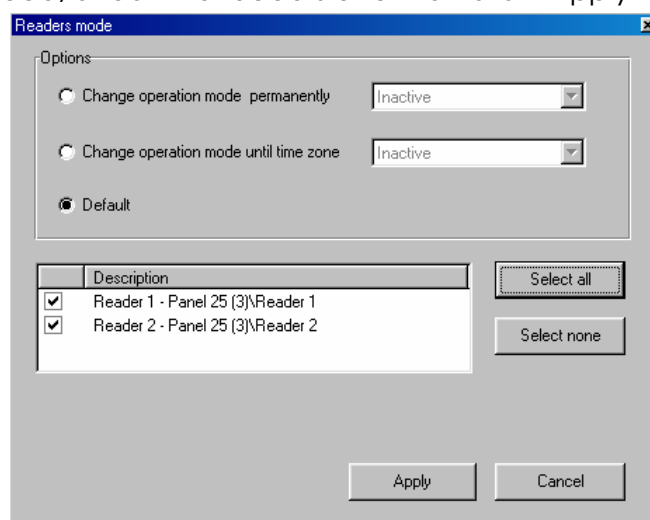


## Update firmware

The VeriTrax AS-215 allows updating of the AC-215 firmware. At the end of the process, the panel configuration will automatically download to the panel.

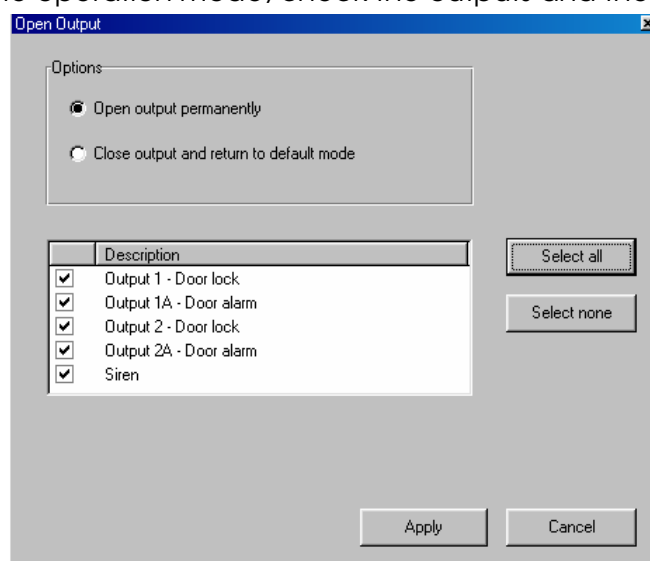
## Reader mode

VeriTrax AS-215 allows changing AC-215 reader's modes. First select the changed mode, check the readers and then click "Apply".



## Open Output

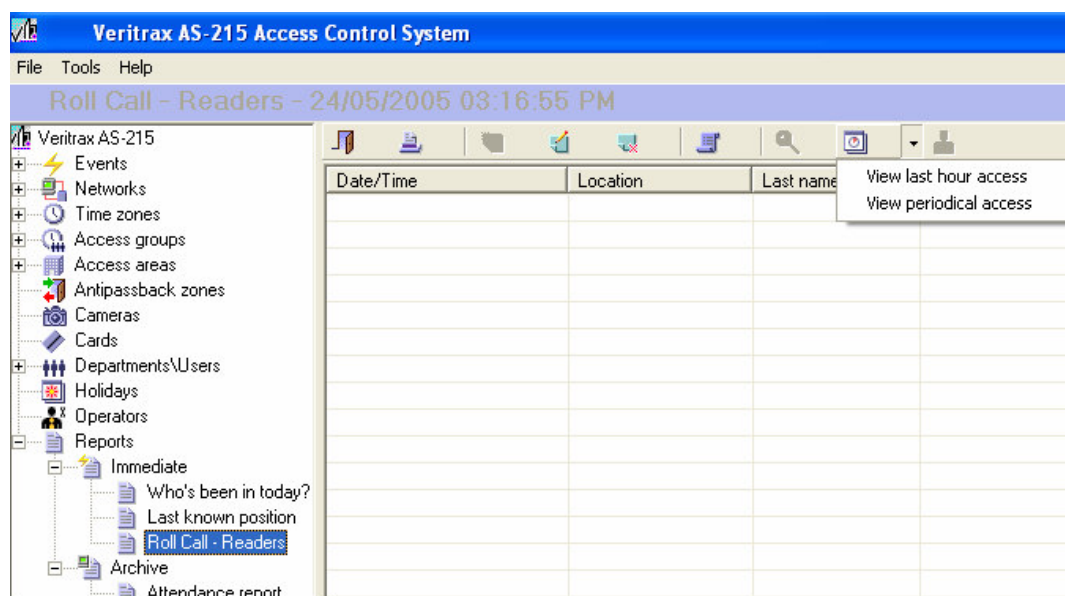
VeriTrax AS-215 allows open / close outputs or siren for testing or permanently. First select the operation mode, check the outputs and then click "Apply".



# Report

The Reports folder is divided into two folders "Immediate" and "Archive".

- Immediate  
the immediate folder contain two default reports **Who Has Been In Today** and **Last Known Position**. It shows an immediate list on the screen's left side.
  - Who's been in today -  
shows when and where the employee was granted access for the first time today.
  - Last known position -  
shows when and where the employee was granted access for the last time today.The additional two reports are roll call reports, based on readers or areas. Time filters are defined using the toolbar button.
- Archive  
All the other reports are located in the archive folder.



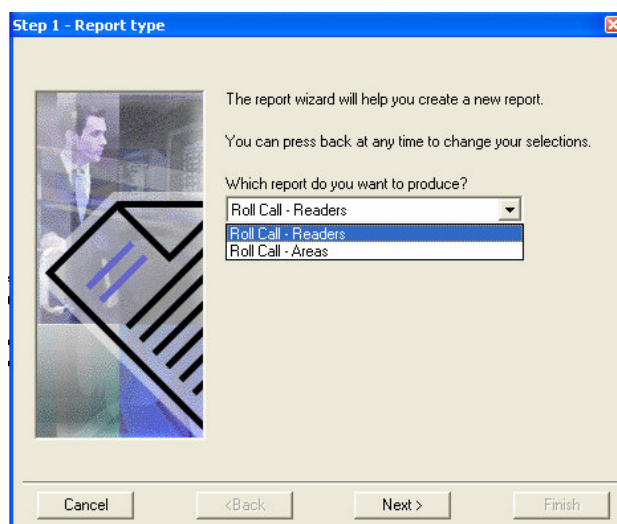
Fel! Formatmallen är inte definierad.

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## Creating reports

### Creating a New Immediate Report:

Right click on "Immediate" in the tree view and click New to open the reports wizard.

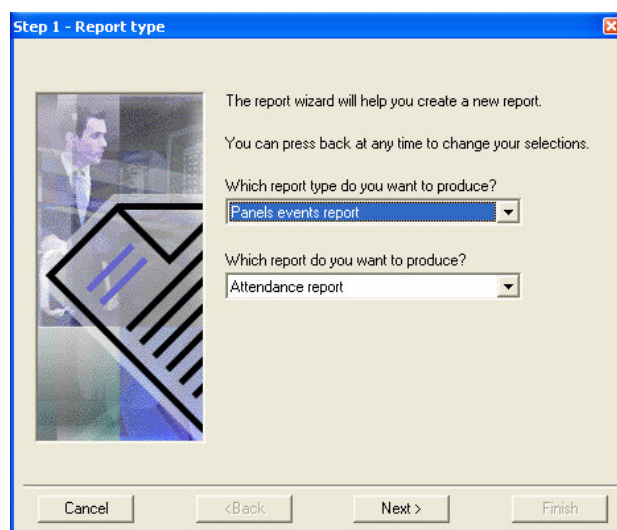


This Dialog box has the following fields:

Field	Sub-field	Description
Which report do you want to produce?	Roll-Call Readers	Roll-Call Readers report presents last access granted and access recorded users, sorted by department and date.
	Roll-Call Areas	Roll-Call Areas report presents users located inside selected access area, sorted by department and date.

### Creating a New Archive Report:

1. Right click **Archive** in the tree view and click New to open the reports wizard.



This dialog box has the following fields:

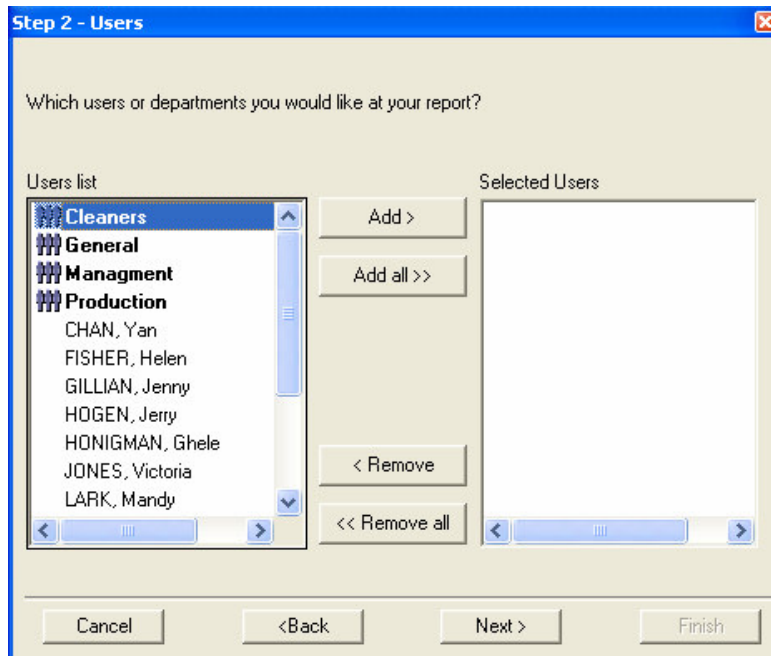
Field	Sub-field	Description
<b>Which report do you want to produce?</b>	<b>Panels events report</b>	Roll-Call Readers report presents last access granted and access recorded users, sorted by department and date.
	<b>System AS-215 events report</b>	Roll-Call Areas report presents users located inside selected access area, sorted by department and date.
	<b>Interactive report</b>	Combination of PC and Access Control. You can ask employees details and rights.
<b>Which report do you want to produce?</b>	<b>Attendance report (Panels events report type)</b>	Attendance report presents working hours of the selected users, sorted by date. You can choose the report type: only presence hours, from first in to last out, or only once a day movements.
	<b>Panels report (Panels events report type)</b>	Panels report presents all the events of the panels, sorted by date.
	<b>Access report (Panels events report type)</b>	Access report presents all the access events from the readers, sorted by events and date.
	<b>Areas report (Panels events report type)</b>	Areas report presents users located inside selected access area, sorted by department and date.
	<b>Readers report (Panels events report type)</b>	Readers report presents users access, sorted by department and date.
	<b>Access report (Panels events report type)</b>	Access report presents all the access events from the readers, sorted by events and date.
	<b>System report (System AS-215 events report type)</b>	System report presents all the operations done at the VeriTrax AS-215 system, sorted by date.
	<b>Operators report (System AS-215 events report type)</b>	Operators report presents all the operations done by the operators, sorted by events and date.
	<b>Alarms report (System AS-215 events report type)</b>	Alarms report presents all the system alarms handle, sorted by operator and date
	<b>User details (Interactive report type)</b>	User details report presents users name, cards and PIN code, Access group and other details.
	<b>Users access rights (Interactive report type)</b>	Users' access rights report presents users access by readers and Time zones.
	<b>Not responding users (Interactive report type)</b>	Not responding users report presents users without access events in selected interval of time.

Fel! Formatmallen är inte definierad.

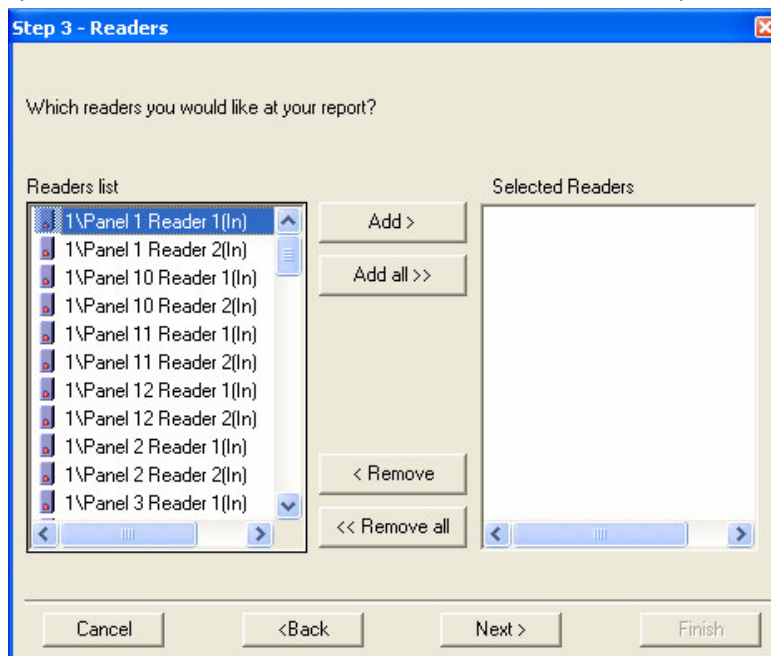
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### Creating Attendance Report:

2. In Step 1-Report type screen, Choose Attendance report and click Next.
3. In Step 2-Users, add the users or departments needed for the report and click Next.



4. In Step 3-Readers, add the readers needed for the report and click Next.



Fel! Formatmallen är inte definierad.

5. In Step 4-Options, select the computed dates needed for the report and click Next.

**Step 4 - Options**

Save as

File name: Attendance report 14

Save as type: HTML file(\*.html)

Location: C:\Applic\AC215\Vertrax2.0.0\Veritrax2.00.00\LogFiles

Browse...

Compute options

Report type: Only presence time

Style: Detailed report

Sun Mon Tue Wed Thu Fri Sat Hol

☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒

☒ Auto arrival ☒ Auto exit ☒ Over night

Start working: 08:30

End working: 17:30

Cancel <Back Next > Finish

This dialog box has the following fields:

Field	Sub-field	Description
Save as	File name	Report description in Tree view, automatically saved file name.
	Save as type	The report saved in HTML or .Dat formats after manual or automatic report production.
	Location	File saving location after manual producing report.
Compute options	Report type	You can choose the report type: only presence hours, from first in to last out, or only once a day movements.
	Style	You can choose the report Style: detailed or summary.
	Days selector	You can select which days will be viewed ,or not, at the report
	Auto arrival	Completes the arrival report –if missing.
	Auto exit	Completes the exit report –if missing.
	Over night	Reports the exact working hours at night shift.
	Start working	Beginning work time
	End working	Ending work time

Fel! Formatmallen är inte definierad.

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6. In the last step, specify report production details and then click Finish.

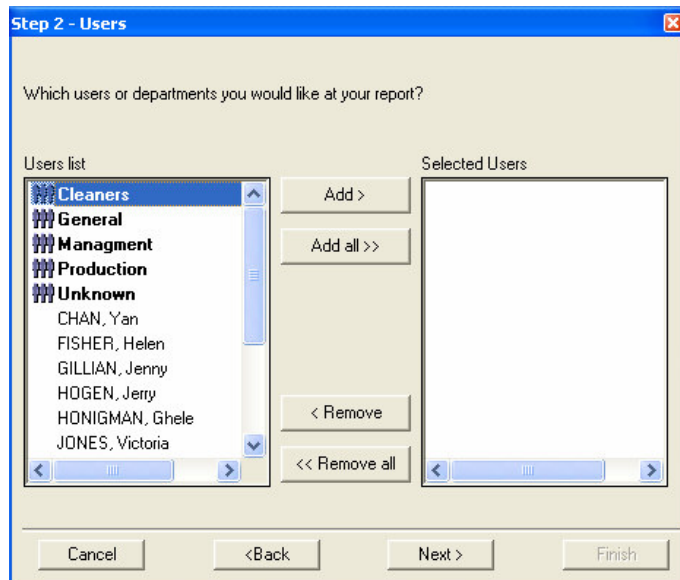
The screenshot shows a Windows-style dialog box titled "Finished!". It contains a "Producing" section with two main options: "Manual" (checked) and "Automatic (produce by server application only, location ...\\LogFile\\)". Under "Manual", there are three radio buttons: "In the last" (selected), "In the last", and "Between". The "In the last" option is set to "7" days. The "Between" option is set to "24/05/2005" and "24/05/2005". Under "Automatic", there are three radio buttons: "Every" (selected), "Every", and "Every". The "Every" option is set to "1" days, start from "25/05/2005". The "Every" option is set to "1" day of week. The "Every" option is set to "1" day of month. There is a "Time:" field set to "01:00". At the bottom, there is a message: "Press Finish to produce your report and save producing options." and four buttons: "Cancel", "<Back", "Next >", and "Finish".

This dialog box has the following fields:

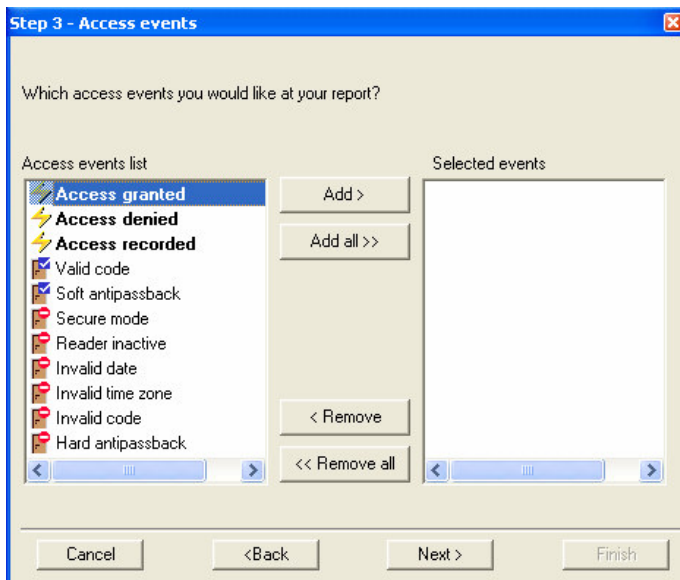
Field	Sub-field	Description
Manual	In the last X days	Check this option and select the days needed to be reported
	In the last X months	Check this option and select the months needed to be reported
	Between X and Y	Check this option and select the date limitation needed to be reported
Automatic	Each X days	Check this option and select period for generate automatic report.
	In each X day of week	Check this option and select day of week for generate automatic report.
	In each X day of month	Check this option and select day of month for generate automatic report.
	Time	Time of automatic report producing.
	Start from	Initial starting point

### Creating Access report:

1. In Step 1-Report type, Choose Access report and click Next.
2. In Step 2-Users, add the users or departments needed for the report and click Next.



3. In Step 3 - Access events, add the events needed for the report and click Next.

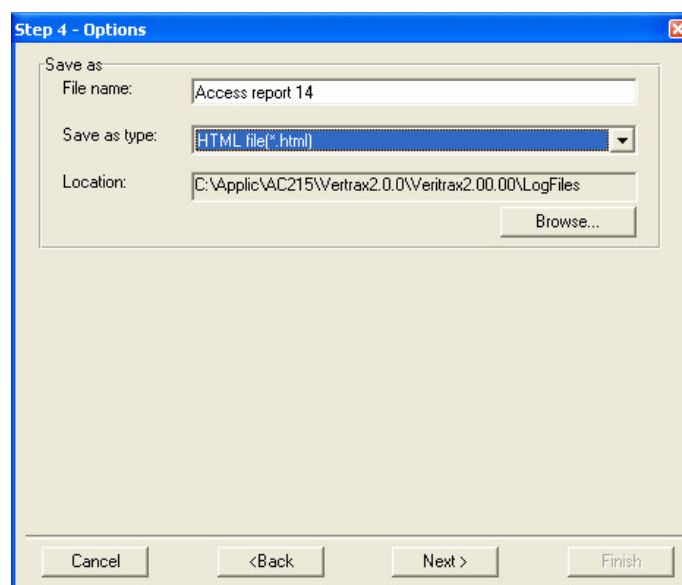




Fel! Formatmallen är inte definierad.

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4. In Step 4-Options, select the dates and file saving format needed for the report and click Next.



This dialog box has the following fields:

Field	Sub-field	Description
Save as	File name	Report description in Tree view, automatically saved file name.
	Save as type	The report saved in the format HTML after manual or automatic report production.
	Location	File saving location after manual producing report.

5. In the last step specify the report production details and then click Finish

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